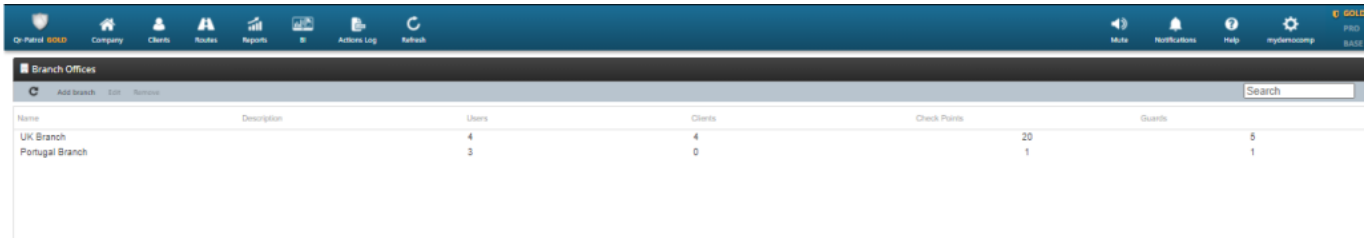
Branch offices

You can access your company’s branch offices panel by clicking on the top left “Company” tab and select “Branch Offices” as shown on the right.

You will be prompted to the following screen:



The panel is composed by a light blue toolbar of actions (Add Branch, Edit and Remove) and a list of your security company’s branch offices

Add a branch

By clicking “Add branch” a new page (as shown right) will appear.

Fill-in the details for the new Branch and press on the button Confirm. After completing the addition, the newly created Branch office should appear in the list of Branch offices.

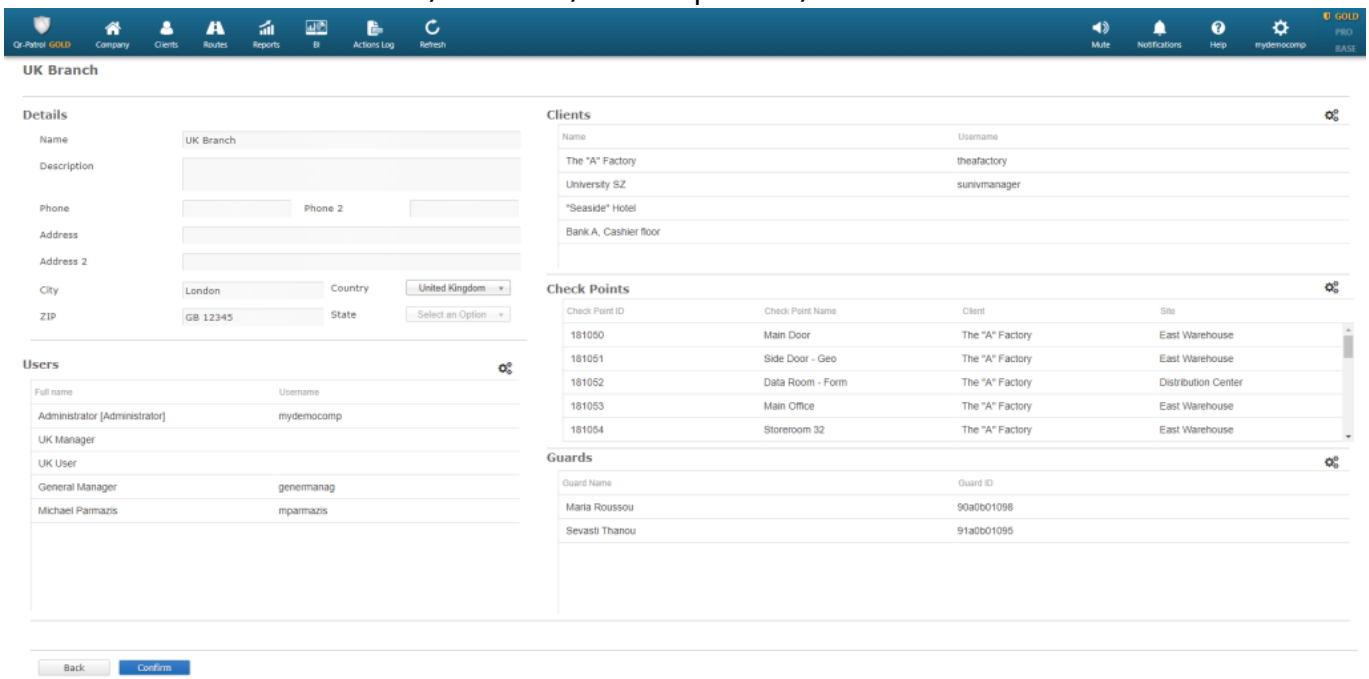
Edit a branch

To edit a Branch office, select one from the list of your company’s Branch

offices and click on “Edit”; a new page appears, containing 5 panels:

- Details (general data for the Branch)
- Users (list of Users assigned to this Branch)
- Clients (list of Clients assigned to this Branch)
- Check points (list of Check points assigned to this Branch)
- Guards (list of Guards assigned to this Branch)

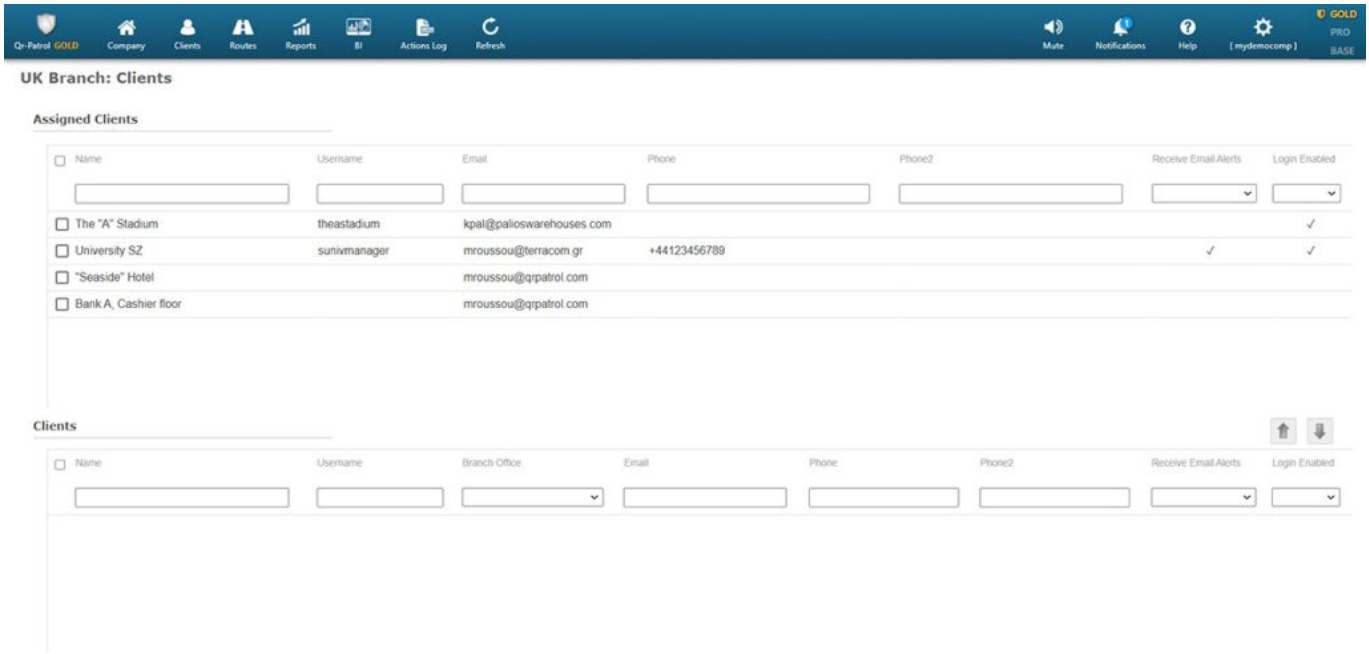
You are able to edit the data under “Details” panel, as well as manage the list of associated Users/Clients/ Checkpoints/Guards.



For Example: Click on the Gear icon available on the Clients panel. A new page will appear (as shown below) containing:

- A list of assigned Clients (upper panel)
- A list of available Clients (bottom panel)

Assign a Client to the Branch by simply clicking on the respective checkbox. By pressing the green arrow the Client appears in the list of the assigned Clients. In the same way, you can remove Clients from the list of assigned Clients by simply clicking on the Client checkbox and clicking on the blue arrow.



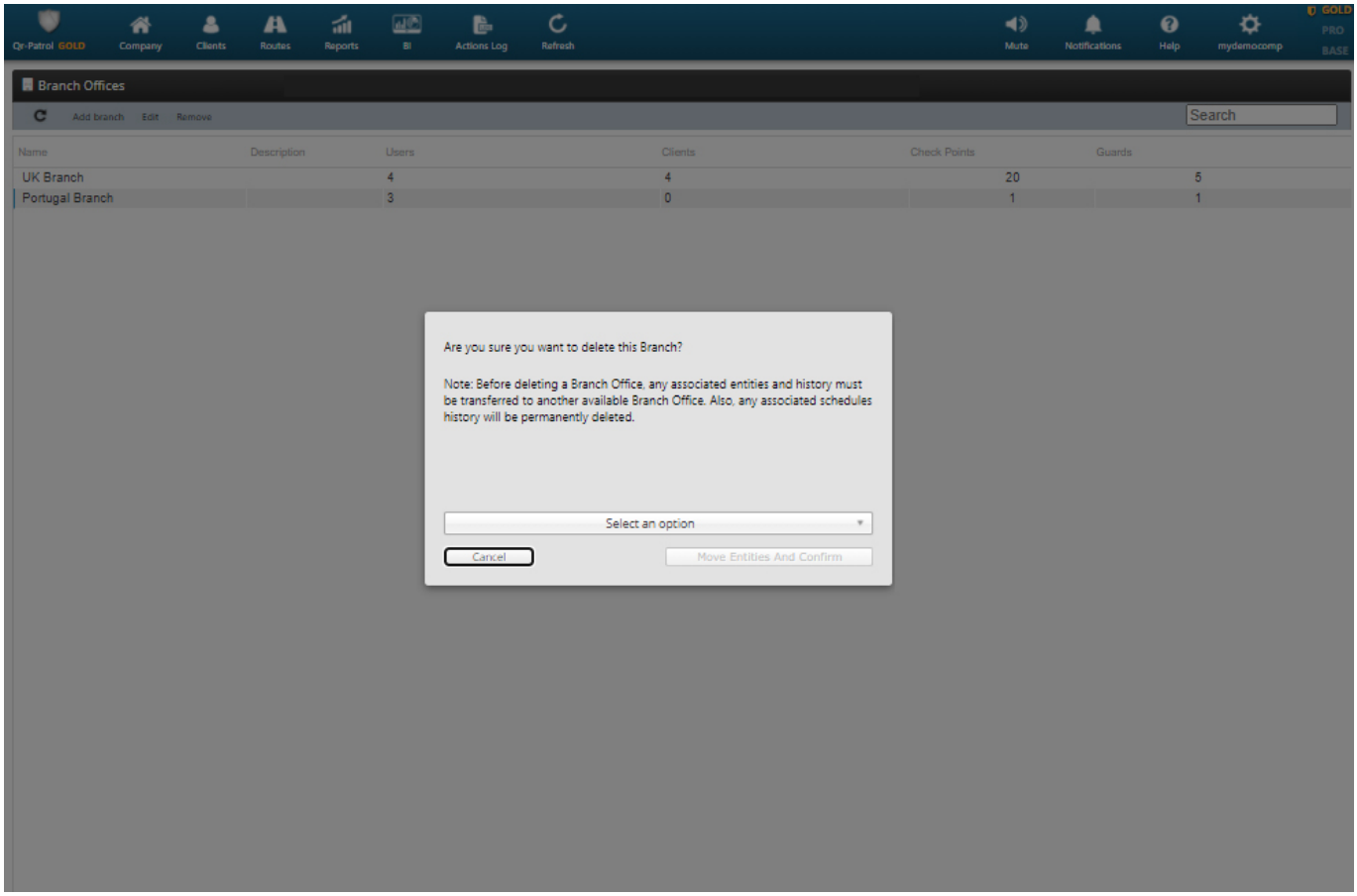
In the same way, you can manage the list of associated Users/ Checkpoints/Guards.

Note: Clients can login with their own credentials and monitor (only) the actions of the Guards that have taken place to their own sites!

Remove Branches

To remove a branch you must first select one from the list of branches of your Company.

After selecting one from the list, you can click “Remove” – a pop-up window will appear which will prompt you to transfer all relevant entities (users, clients, etc.) of that branch to another one. Press “Confirm” to delete it from the Branches list.


Qr-Patrol GOLD
Company
Clients
Routes
Reports
BI
Actions Log
Refresh
Mute
Notifications
Help
mydemocomp
GOLD
PRO
BASE
Branch Offices
Add branch
Edit
Remove
Search
Name
Description
Users
Clients
Check Points
Guards
UK Branch
4
4
20
5
Portugal Branch
3
0
1
1
Are you sure you want to delete this Branch?
Note: Before deleting a Branch Office, any associated entities and history must be transferred to another available Branch Office. Also, any associated schedules history will be permanently deleted.
Select an option
Cancel
Move Entities And Confirm